



Grad Assistant Hiring Checklist

Employee Information

Name:	Aggie ID:
Title/ Position#:	FTE:
Salary:	
<i>(salary must meet minimum; department may pay more if it doesn't create inequity per the agreement guidelines)</i>	
Index/ Fund/Acct:	

Hiring Information

Confirm Eligibility for Graduate Assistantship Employment per the Graduate Assistant Employee Guidelines.

Confirm Grade: G1 G2 G3

Change Reason: For more information, check Graduate Assistants Toolkits at hr.nmsu.edu:

Start Date/ End Date:	HSP	HFA	HSUM
	HSUM1	HSUM2	HSUM3
	HPART	HANNL	HACD

Hiring Forms Submitted

Hiring Action EPAF Transaction# Comments:	Offer Letter provided to candidate. (Per the Union Agreement - Article 9A, Bargaining Unit Members will be notified in writing of a confirmation of employment.	I-9 Employment Eligibility <i>(You may complete I-9 as soon as offer of employment is accepted)</i>
Sensitive Duties Background Check Form <i>(if sensitive duties selected)</i>	W-4 Employee's Withholding Allowance Certificate	I-9 Deadline First Day of Work: Employee completes Section 1 Employer completes Section 2 by the third day of employment

For more information, tools, and resources, please visit hr.nmsu.edu, Graduate Assistant Toolkits